

Treasury Documentation**Subject:** Treasury/Operations Center Building Maintenance Problems, Report**For:** EMPLOYEE HANDBOOK**Also See:** PT-03120

Identification	ET-03092
	Policy
Effective Date	1-1-2006
Replaces	ET-03092 (9-1-2000)

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Treasury Maintenance Issues

If you become aware of a building maintenance problem, contact the following in the sequence listed below:

Treasury Building*

1. Building liaison or backup
2. Administrative Services Bureau Secretary 33-57137
3. Administrative Services Bureau Director 37-36277
4. Departmental Services Division Manager 33-50967

Operations Center Building*

1. Department of Management and Budget (DMB) Building Manager 63-66013
2. Operations Center Building Coordinator 63-65101

Other Treasury Locations

1. Building Contacts

* In case of emergency maintenance issues after normal working hours, call 37-30190 (Central Control, DMB).

The Treasury Building was renamed Richard H. Austin State Office Building in 2006.

End